



Summer Internships in  
Science and Technology (SIST)  
Fermilab Equal Opportunity Office  
630.840.4633 (phone)  
630.840.8365 (fax)  
sist@fnal.gov

1 December 2008

To whom it may concern:

Thank you for taking the time to write a letter of recommendation for an applicant for our summer internship program at Fermilab. If you have not already done so, please check out our website (<http://sist.fnal.gov>) to learn more about the program.

In your letter of recommendation please include:

- How long you have known the applicant.
- If applicable, what classes you have taught the applicant.
- Evaluate (e.g. average, above average, or outstanding) the applicant in the following areas:
  - Academic achievement
  - Academic potential
  - Capability for working independently
  - Capability for working cooperatively
  - Motivation and intellectual curiosity

Your letter of recommendation may be e-mailed to [sist@fnal.gov](mailto:sist@fnal.gov). We can accept PDF (preferred), Microsoft word, postscript, and open document formats. If you're scanning a paper copy, we can accept TIF, GIF, or JPG image formats as well. When e-mailing the letter please include the applicant's name in the subject line.

Letters of recommendation may also be faxed to **630-840-8365**. Please indicate SIST and the applicant's name on the cover page. Letters may also be mailed to:

**Fermilab / SIST**

Mail Stop 117  
P.O. Box 500  
Batavia, Illinois 60510

The letters of recommendation are strictly confidential and will not be shared with anyone outside of the SIST Committee.

Thank you again for taking the time to recommend your students for our program! If you have any questions about the program or the application process don't hesitate to contact the SIST committee at the e-mail or phone numbers listed above.

Sincerely,

Dianne Ingram, Fermilab EOO  
Jamieson Olsen, SIST Committee chair